

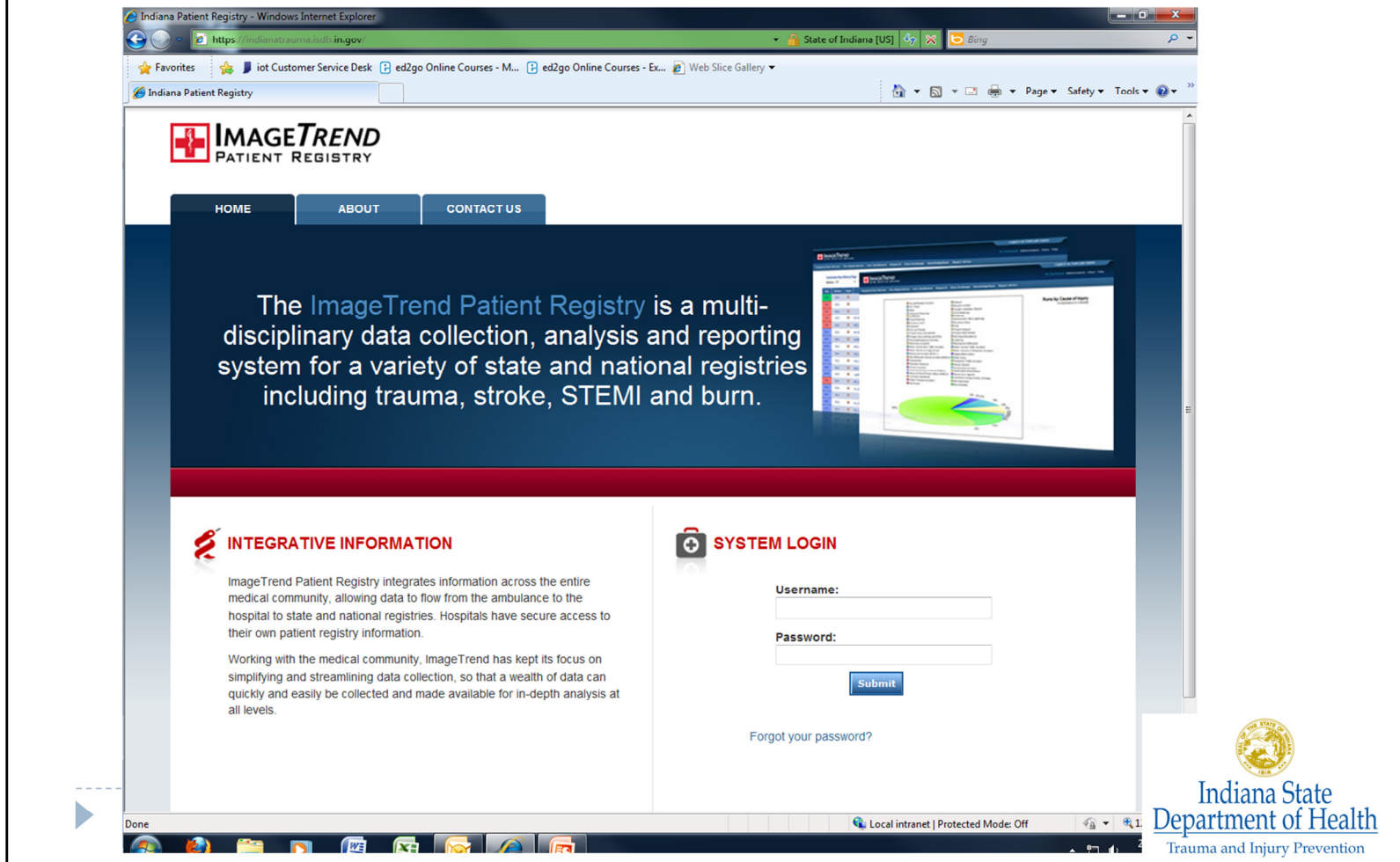
Indiana Patient Registry Training

Report Writer

Welcome to the Indiana State Department of Health, also known as ISDH, training module on how to use the Report Writer feature in the Indiana Trauma Registry.

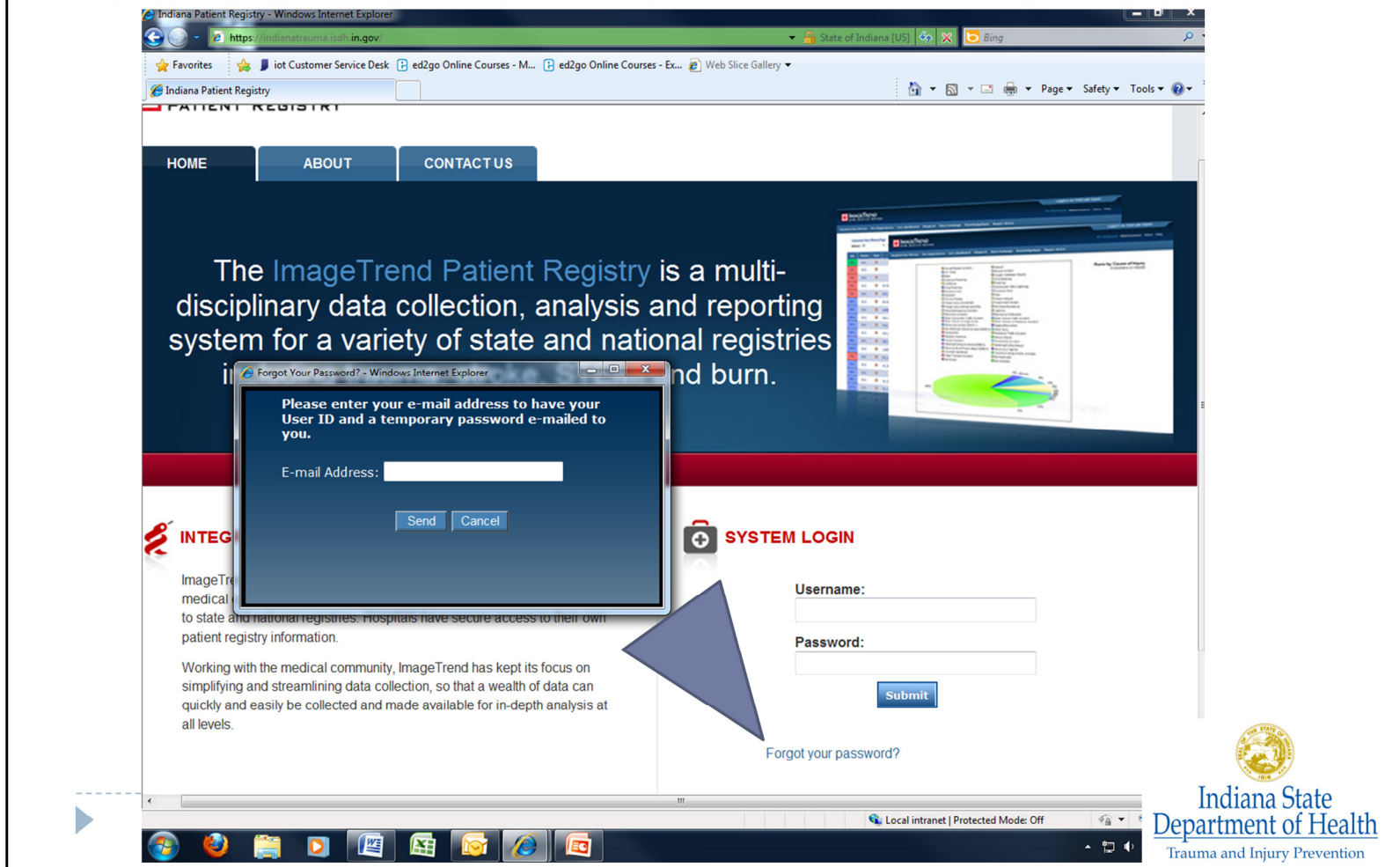
This training explains the capabilities of the Report Writer, the types of reports that can be created, and how to create and customize reports.

System Login Screen - <https://indianatrauma.isdh.in.gov>



The website for the Indiana trauma registry (also known as the Indiana patient registry) is: indianatrauma.isdh.in.gov

System Login Screen (2)



If you ever forget your password, you can click “Forgot your password?” and you will then be prompted to submit your email address. You will receive an email and will be allowed into the system using a temporary password. If there are any questions regarding how to update your password or you are locked out of your account, contact the state’s Trauma Registry Manager: indianatrauma@isdh.in.gov

Data Privacy Statement Screen

The screenshot shows a Windows Internet Explorer browser window. The address bar displays the URL <https://indianatrauma.sdh.in.gov/custom/release.cfm>. The browser's title bar reads "Release Form - Windows Internet Explorer". The page content is a light blue box with a dark blue border. At the top of this box, it says "I agree to the following Data Privacy Statement." followed by two buttons: "Yes" and "No". Below this, in bold, it says "PLEASE READ THIS PRIVACY STATEMENT CAREFULLY". The main text of the statement is as follows:

By accepting this Data Privacy Statement, you agree to keep the information contained within this site private and confidential. Any reporting or exporting of data must be done securely using industry standards and best practices for data privacy and adhering to all applicable federal and state data privacy requirements. It is the responsibility of the user to ensure that all applicable requirements are adhered to.

The State has taken steps to ensure that all information contained within this site is secure to protect against unauthorized access and use. All information is protected by our security measures, which are periodically reviewed. Information is protected through the use of passwords, strictly controlled server access, physical security of the hosting site, and 128-bit SSL encryption.

At the bottom right of the page, there is a logo for the Indiana State Department of Health, featuring the state seal and the text "Indiana State Department of Health" and "Trauma and Injury Prevention".

Every time you log into the registry you must read and agree to the Data Privacy Statement. Agreeing to the terms automatically creates a user history and trail of site access in order to comply with security requirements. Click "Yes" to continue to the main registry screen.

Report Writer

The screenshot shows the Indiana Patient Registry Report Writer interface. At the top, the browser address bar displays the URL: <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>. The page header includes the "Indiana Patient Registry" logo and a navigation bar with links for "My Facility", "Data Exchange", "Reports", and "Report Writer". A search bar is located on the right side of the header. The main content area is divided into three sections. On the left, there is a sidebar with a "Create a Report" button and two sections: "My Reports" and "All Reports". The "My Reports" section lists "Data Exchange (1)", "NTR Data Element Mapping", "Incidents by Mechanism of Injury & Age (1)", "Unspecified", "Incidents by Mechanism of Injury & Age Causing Death (1)", and "Natural/environmental, other". The "All Reports" section lists "Development (1)", "Facility (23)", "Incident Statistics (8)", and "Incidents by AIS Body Region (5)". The main content area features three large buttons: "Create a Transactional Report" (with a calendar icon), "Create an Analytical Report" (with a line graph icon), and "Create an Exploratory Pie Chart" (with a pie chart icon). Each button has an "Incident:" field with a dropdown menu.

State of Indiana [US] <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule> Google

Logged in as: Katherine
Inbox Help

My Facility Data Exchange Reports Report Writer Search: Enter Incident Or Ac

Create a Report

My Reports

- Data Exchange (1)
- NTR Data Element Mapping
- Incidents by Mechanism of Injury & Age (1)
- Unspecified
- Incidents by Mechanism of Injury & Age Causing Death (1)
- Natural/environmental, other

All Reports

- Development (1)
- Facility (23)
- Incident Statistics (8)
- Incidents by AIS Body Region (5)

Create a Transactional Report
Incident: Hospital Incidents, TQIP

Create an Analytical Report
Incident: Incidents

Create an Exploratory Pie Chart
Incident: Incidents

To run reports on the data you have entered into the patient registry, click the "Report Writer" function at the top of the page. You have the option to run 3 different types of reports: transactional, analytical, and exploratory pie chart. They are located in the center of the page. You also have the option to run two types of reports that have already been created: canned and ad hoc. They are available on the left-hand side of the page. If necessary, to expand a category of reports, click the category folder. To begin running an already existing report, click the name of the desired report.

Canned Report

The screenshot shows the 'Indiana Patient Registry' web application. The top navigation bar includes 'My Facility', 'Data Exchange', 'Reports', and 'Report Writer'. A left sidebar lists various report categories, with 'Hour of Admission' highlighted. The main area displays the configuration for the 'Hour of Admission' report, featuring several dropdown menus for filtering data.

Hour of Admission	
Years to Compare:	2012 and 2013
Facility:	All Levels
Gender:	All
Age:	All
Race:	All
Transport Mode:	All

Canned reports (also known as Standard reports) are created by ImageTrend and are identified by a notebook icon. These reports are pre-created with all fields and display options defined for the user, which allows for a ready-made report that is based on common data requests. For this example, we are running the “Hour of Admission” report.

Canned Report (2)

The screenshot shows the 'Report Writer' section of the Indiana Patient Registry. On the left is a sidebar with a list of report categories: Admissions with an ISS of more than 15, Audit Report, CDC Matrix Report, Deaths By ISS Range, ED Arrival/Admission By Day Time, Hospital Disposition, Hour of Admission, Injury Severity Score, Intensive Care Unit Length Of Stay, ISS By Age Group, ISS By Length of Stay, MOI By Length Of Stay, MOI By Survival, Patients By Age and Gender, Patients By Gender, and Patients By Race. The main area contains a form with the following fields: 'Age' (a list box with options: All, <1, 1-4, 5-9, 10-14), 'Race' (a list box with options: All, Pending, American Indian or Alaska Native, Asian, Black or African American), 'Transport Mode' (a list box with options: All, ALS, BLS, Helicopter Ambulance, Not Applicable), 'Display Type' (a dropdown menu currently set to 'Area'), and 'Report Type' (radio buttons for 'Chart', 'Data', and 'Both', with 'Both' selected). A blue 'View' button is located at the bottom right of the form.

Once you are done selecting the patient population you want to run a report for, you can choose whether the data is displayed through a graph or a table or both. Click the “View” button to display the results.

Canned Report (3)

The screenshot shows a web browser window with the address bar containing 'rowseMenu&item=RWModule'. The page has a dark blue header with 'Logged in as: Katherine Gatz (logout)' and 'Inbox Help' links. Below the header is a search bar with the placeholder text 'Enter Incident Or Account Number' and a 'GO' button. A light blue horizontal bar contains a 'Print Report' button with a printer icon and an 'Add to My Reports' button with a star icon. The main content area is titled 'Hour of Admission' and lists several filters: Facility: All, Compare years: 2008 to 2009, Gender: All, Age: All, Race: All, and Transport Mode: All. On the left side of the main content area, the word 'Registry' is partially visible. A vertical scrollbar is on the right side of the page.

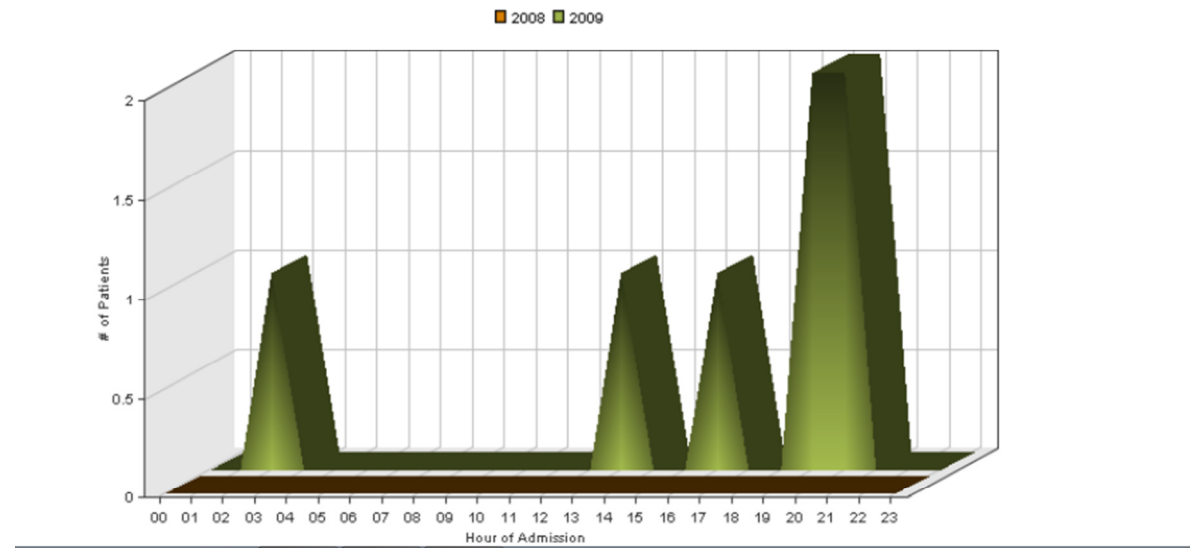
You have several options once the report is produced. You have the ability to print the report (printer icon), add it to your favorites so you can run the same report on a regular basis (star with a plus sign icon), or export the data to Microsoft Excel to analyze the data in other ways (Microsoft Excel icon).

Canned Report (4)

Indiana  Patient Registry

Hour of Admission

Facility: All
Compare years: 2008 to 2009
Gender: All
Age: All
Race: All
Transport Mode: All



This is an example of what the data would look like once the canned report is produced. The criteria used to create the report will appear in the top right of the page and the graph will appear in the center of the page. If both the graph and table option is selected, the table will appear below the graph.

Canned Report (5)

Indiana  Patient Registry

Hour of Admission
 Facility: All
 Compare years: 2008 to 2009
 Gender: All
 Age: All
 Race: All
 Transport Mode: All

Hour	2008	%	2009	%
00	0	0%	0	0.00%
01	0	0%	0	0.00%
02	0	0%	1	14.29%
03	0	0%	0	0.00%
04	0	0%	0	0.00%
05	0	0%	0	0.00%
06	0	0%	0	0.00%
07	0	0%	0	0.00%
08	0	0%	0	0.00%
09	0	0%	0	0.00%
10	0	0%	0	0.00%
11	0	0%	0	0.00%
12	0	0%	0	0.00%
13	0	0%	1	14.29%
14	0	0%	0	0.00%
15	0	0%	0	0.00%
16	0	0%	1	14.29%
17	0	0%	0	0.00%
18	0	0%	0	0.00%
19	0	0%	2	28.57%
20	0	0%	2	28.57%
21	0	0%	0	0.00%
22	0	0%	0	0.00%
23	0	0%	0	0.00%
Total	0		7	

This is an example of what the data would look like once the canned report is produced. The criteria used to create the report will appear in the top right of the page and the table will appear in the center of the page.

Ad Hoc Report

The screenshot shows a web-based report configuration tool. On the left is a sidebar with a tree view of reports under 'All Reports'. The main area has a top navigation bar with tabs: 'Columns', 'Display', 'Grouping', 'Sorting', 'Criteria', and 'Actions'. The 'Columns' tab is active, showing the configuration for the report 'EMS Scene Time'. Below the tabs, it says 'Columns: EMS Scene Time' and 'Data Set: State/Region Incidents'. A 'Generate Report »' button is in the top right. Below this is a 'Select Columns' section with a search box and two lists: 'Available' and 'Selected'. The 'Available' list contains various fields like 'AHA Number', 'AIS 05 Code', 'AIS Abdomen Calculated', etc. The 'Selected' list contains 'EMS Service Name', 'EMS Unit Arrived On Scene', 'EMS Unit Left Scene', and 'Facility Name'. There are 'up' and 'down' buttons next to the 'Selected' list. A 'Create Column' button is at the bottom of the 'Available' list. A 'Continue' button is at the bottom right of the main area.

All Reports

- Development (1)
- Facility (23)
- Incident Statistics (8)
 - Comorbid Conditions
 - Diagnosis ICD-9 Codes & Descriptions
 - Drug Use Indicator
 - EMS Scene Time
 - Incidents by ED Discharge Disposition
 - Number of Incidents based on Patient's Age & Gender
 - Number of Patients that died based on Age
 - Reasons for Death in ED
- Incidents by AIS Body Region (5)
- Incidents by AIS Region w/ Hosp Disch Disp = "Expired" (5)
- Incidents by Mechanism of Injury (20)

Columns | Display | Grouping | Sorting | Criteria | Actions ▾

Columns: EMS Scene Time

Data Set: State/Region Incidents

Change View

Select Columns

Search:

Available

- AHA Number
- AIS 05 Code
- AIS Abdomen Calculated
- AIS Abdomen Manual
- AIS Chest Calculated
- AIS Chest Manual
- AIS Description
- AIS External Calculated
- AIS External Manual
- AIS Extremity Calculated
- AIS Extremity Manual
- AIS Face Calculated

Selected

- EMS Service Name
- EMS Unit Arrived On Scene
- EMS Unit Left Scene
- Facility Name

up

down

Create Column

Continue

The next type of report is called an Ad Hoc report (also known as a transactional report). These reports are identified by an icon that look like a table with a red box on the bottom. These reports have been built by the division of trauma and injury at the Indiana State Department of Health or other Indiana trauma registry users. You can reconfigured these reports to fit your specific needs. For this report called “EMS Scene Time”, the columns, display, grouping, sorting, criteria, and actions have all been set.

All you need to do is click “Generate Report”.

Ad Hoc Report (2)

The screenshot shows a web browser window with the URL <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>. The page title is "Indiana Patient Registry". The navigation bar includes "My Facility", "Data Exchange", "Reports", and "Report Writer". The "Report Writer" section has a "Create a Report" button and a "My Reports" sidebar. The sidebar lists "Data Exchange (1)" with "NTR Data Element Mapping", "Incidents by Mechanism of Injury & Age (1)" with "Unspecified", and "Incidents by Mechanism of Injury & Age Causing Death (1)" with "Natural/environmental, other". Below the sidebar is an "All Reports" section. The main content area is titled "EMS Scene Time" and contains a "Filter Your Results" section. This section includes an "Injury Date" filter set to "is between" with two date pickers, both set to "Today". There is also a "Hide Filters" section with radio buttons for "Yes" and "No", where "No" is selected. A "Records Per Page" dropdown is set to "50". A "Generate" button is located at the bottom of the filter section.

State of Indiana (US) | <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>

Indiana Patient Registry

My Facility | Data Exchange | Reports | Report Writer

Create a Report

My Reports

- Data Exchange (1)
 - NTR Data Element Mapping
- Incidents by Mechanism of Injury & Age (1)
 - Unspecified
- Incidents by Mechanism of Injury & Age Causing Death (1)
 - Natural/environmental, other

All Reports

EMS Scene Time

Filter Your Results

Injury Date: is between [] Today and [] Today

Hide Filters: ☐ Yes ☒ No

Records Per Page: 50 []

Generate

You can specify the timeframe, if you want to display the filters used to generate the report, and how many records per page you want. Then click "Generate".

Ad Hoc Report (3)

Columns

Display


Grouping

Sorting

Criteria

Actions ▾

Generate Report »

 **IMAGETREND**
Making the Web work.

EMS Scene Time

Printed: 03/25/2013 at 2:45 PM

Export

EMS Service Name: (None)

Number of Records: 50

EMS Unit Arrived On Scene

EMS Unit Left Scene

Facility Name

4/11/08 9:35 PM

4/11/08 9:45 PM

4/8/08 1:50 PM

4/8/08 2:04 PM

4/26/08 3:25 AM

4/26/08 3:43 AM

4/13/08 10:22 PM

4/13/08 10:36 PM

4/17/08 5:17 PM

4/17/08 5:25 PM

4/11/08 5:21 PM

4/11/08 5:30 PM

4/19/08 1:07 AM

4/19/08 1:16 AM

4/20/08 4:40 PM

4/20/08 4:51 PM

5/20/08 12:05 PM

5/20/08 12:12 PM

4/27/08 5:46 PM

4/27/08 5:57 PM

5/19/08 10:25 AM

5/19/08 10:44 AM

5/24/08 4:35 PM

5/24/08 4:39 PM

4/17/08 6:56 PM

4/17/08 7:05 PM

The data will display in a text table format when it is generated. You can pull the data into another program or format by clicking the “Export” button.

Ad Hoc Report (4)

The screenshot displays a web application interface for a Patient Registry. The top navigation bar includes links for Data Exchange, Reports, and Report Writer. A search bar is present on the right. The main content area is titled 'Export Options' and features a table of data on the left and a list of export options on the right. The table lists various EMS service events with dates and times. The export options include Print, PDF, Excel, Graph, Doc, HTML, and XML, each with a corresponding icon and a description of the export scope.

EMS Service Name	EMS Unit Arrived
4/11/08 9:35 PM	4/8/08 1:50 PM
4/26/08 3:25 AM	4/13/08 10:22 PM
4/17/08 5:17 PM	4/11/08 5:21 PM
4/19/08 1:07 AM	4/20/08 4:40 PM
5/20/08 12:05 PM	4/27/08 5:46 PM
5/19/08 10:25 AM	5/24/08 4:35 PM
4/17/08 6:56 PM	5/25/08 3:59 PM
4/25/08 12:00 AM	6/14/08 10:16 AM
8/21/08 7:25 PM	8/19/08 12:00 AM
8/2/08 12:35 AM	

Export your report with one of the following options

- Print**: This Page
- PDF**: Report Exceeded the Max Limit of 1000 Records
- Excel**: All Records
- Graph**: All Records
- Doc**: This Page
- HTML**: This Page
- XML**: All Records

Close

The data can be printed as is or it can be exported to a PDF, Microsoft Excel, a graph, a Microsoft Word document, HTML format, or XML format.

Transactional Report

The screenshot displays the Indiana Patient Registry web application. The browser address bar shows the URL: <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>. The user is logged in as Katherine. The application has a dark blue header with the "Indiana Patient Registry" logo and a navigation bar with links: "My Facility", "Data Exchange", "Reports", and "Report Writer". A search bar is located on the right of the navigation bar.

The main content area is titled "Create a Report" and features three options:

- Create a Transactional Report**
Incident: [Hospital Incidents, TQIP](#)
- Create an Analytical Report**
Incident: [Incidents](#)
- Create an Exploratory Pie Chart**
Incident: [Incidents](#)

On the left side, there are two panels:

- My Reports**
 - Data Exchange (1)
 - NTR Data Element Mapping
 - Incidents by Mechanism of Injury & Age (1)
 - Unspecified
 - Incidents by Mechanism of Injury & Age Causing Death (1)
 - Natural/environmental, other
- All Reports**
 - Development (1)
 - Facility (23)
 - Incident Statistics (8)
 - Incidents by AIS Body Region (5)

You can build your own report pulling any information you have entered into the Indiana trauma registry using the "Create a Transactional Report" function. You can set which fields display, define criteria for each of those fields (for example, display only records within a certain postal code), and change the order in which records appear. Click on the "Hospital Incidents" title to build your report.

Transactional Report (2)

Columns

Display

Grouping


Sorting

Criteria

Actions ▾

Generate Report »

Columns

 **Data Set: Hospital Incidents**

[Change View](#)

Select Columns

Search:

Available

Account Num

Activity At Injury

Addendum Added By

Addendum Date

Addendum Description

Addendum Filename

Admitting Patient Care Staff Hospital

Admitting Physician Number

Advanced Directive

AHA Number

AIS 05 Code

AIS Abdomen Calculated

AIS Abdomen Manual

>

<

Create Column

Selected

Selected Columns

down

Continue

The layout for the transactional report looks similar to when you run an Ad Hoc report. The difference is that for a transactional report, you have to build the report from scratch. This process can be very simple or very detailed, depending on the complexity of the report you want to create. These reports are displayed in a text-based format.

The “Columns” tab allows you to select pieces of information to be included in each column of the report. These pieces of information are based on the fields filled out throughout the system (for example, the fields within a patient incident form or a staff record).

Transactional Report - Columns

Columns Display Grouping Sorting Criteria Actions [Generate Report »](#)

Columns

 Data Set: Hospital Incidents



[Change View](#)

Select Columns
Search:
Available
Addendum Date
Angiography Date
Cerebral Monitor Date
Complication Occurrence Date
Complication PR Date
Consulting Practitioner Date Requested
Date Vital Signs Taken
Death Date and Time
ED/Acute Care Abdominal Ultrasound Date
ED/Acute Care CT Date
ED/Acute Care Discharge Date
Hemorrhage Control Date
Hospital Admission Date

Selected
ED/Acute Care Admission Date

To select the data elements or pieces of information you want to run a report on, you can scroll through the available data points or you can type in the search box. By typing in the search box, you can narrow down the options that are displayed in the box to match your entry. Select the data element you want to include in your report and it will highlight in blue. For this example, I have already selected the “ED/Acute Care Admission Date” data element, and am about to select the “ED/Acute Care Discharge Date”. You can select multiple fields by pressing and holding the “Ctrl” key while clicking the name of each field.

Transactional Report – Columns (2)

Columns

Display

Grouping


Sorting

Criteria

Actions ▾

Generate Report »

Columns

 Data Set: Hospital Incidents

Change View

Select Columns

Search:

Available

Addendum Date

Angiography Date

Cerebral Monitor Date

Complication Occurrence Date

Complication PR Date

Consulting Practitioner Date Requested

Date Vital Signs Taken

Death Date and Time

ED/Acute Care Abdominal Ultrasound Date

ED/Acute Care CT Date

ED/Acute Care Discharge Date

Hemorrhage Control Date

Hospital Admission Date

>

<

Create Column

Selected

ED/Acute Care Admission Date

up

down

Continue

To move the data element from the “Available” box to the “Selected” box, click the arrow pointing to the right (greater than symbol) that is located between the two boxes. To change the order in which the data elements appear, highlight each field to move and use the “Up” and “Down” buttons. You can always remove a data element by clicking the arrow pointing to the left (less than symbol). To continue to the next tab, click the “Continue” button.

Transactional Report - Display

Data Exchange **Reports** **Report Writer**

Report

Columns **Display** **Grouping** **Sorting** **Criteria** **Actions ▾**

Display

Data Set: Hospital Incidents

Order	Label	Link
1	ED/Acute Care Admission Date	- Link - ▾
2	ED/Acute Care Discharge Date	- Link - ▾

Back

The next tab is the “Display” section where you can modify how and where each incident is displayed in the report. To change the order of the fields, in the “Order” text boxes, type the numbers corresponding to the order in which the fields should appear. To change the header that will appear for this information on the report, in the “Label” text boxes, type the text that you want to appear. To set a specific field as a link that will open a summary of the record, from the “Link” drop-down menu, select the type of file that should be opened.

Transactional Report – Display (2)

Search:

	Format	Align	Total	Count	Avg.	Min.	Max.
<input type="button" value="▼"/>	Date: 3/14/01 <input type="button" value="▼"/>	left <input type="button" value="▼"/>					
<input type="button" value="▼"/>	Date: 3/14/01 <input type="button" value="▼"/>	left <input type="button" value="▼"/>					

To change the way that the data will be displayed (if possible), from the “Format” drop-down menus, select the desired format.

To change the alignment of the information within its column on the report, from the “Alignment” drop-down menus, select the desired alignment.

Transactional Report – Display (3)

Search: Enter Incident Or Account Number **GO**

Actions ▾ **Generate Report »**

?

	Format	Align	Total	Count	Avg.	Min.	Max.
▾	Date: 3/14/01	left	▾				
▾	Date: 3/14/01	left	▾				

Continue

For certain numeric values, to display mathematical information (for example, the total number of records or the average value), select the desired checkbox(es).

“Total” is the sum of the numbers in all rows within the grouping.

“Count” will display the total number of rows listed within the grouping.

“Avg” is the mean value of the numbers in all rows within the grouping.

“Min” is the minimum numeric value within the grouped results.

“Max” is the maximum numeric value within the grouped results.

When all changes have been made, click the “Continue” icon.

Transactional Report - Grouping

Columns

Display

Grouping


Sorting

Criteria

Actions ▾

Generate Report »

Grouping



Grouping

Available

ED/Acute Care Admission Date (asc)
ED/Acute Care Discharge Date (asc)

>>
>
<
<<

Selected

up
down
asc
desc

Back

Continue

The “columns” tab is used to place all records with similar values in a specific column together (for example, all EMS runs from each service listed together). If you chose to display a minimum value or an average from a column, the report will display a minimum value and average for each group.

Transactional Report – Grouping (2)

Columns

Display

Grouping


Sorting

Criteria

Actions ▾

Generate Report »

Grouping

 Data Set: Hospital Incidents

Grouping

Available

ED/Acute Care Admission Date (asc)
ED/Acute Care Discharge Date (asc)

>>
>
<
<<

Selected

up
down
asc
desc

Back

Continue

To indicate which field to group by, from the “Available” box, select the field and click the arrow pointing to the right (greater than symbol) that is located between the two boxes. You can select as many fields that are in the “Available” box. The field listed first will be the primary grouping field. To change the order, highlight each field to move and use the “Up” and “Down” buttons. Each field following will be grouped within the first field. To select whether the groups will be listed in ascending order (1 to 10 or a to z) or descending order (10 to 1 or z to a), select each group and click the “Asc” or “Desc” icons. You can always remove a data element by clicking the arrow pointing to the left (less than symbol). To continue to the next tab, click the “Continue” button.

Transactional Report - Sorting

Columns

Display

Grouping

Sorting

Criteria

Actions ▾

Generate Report »

Sorting

ⓘ

📁 Data Set: Hospital Incidents

Select Columns

Available

ED/Acute Care Admission Date (asc)
ED/Acute Care Discharge Date (asc)

>>
>
<
<<

Selected

up
down
asc
desc

Back

Continue

The “Sorting” tab is used if you would like to place records in a particular order (for example, a to z or 1 to 10) by the values in a certain column. When this feature is combined with the grouping feature, sorting will be performed after all data is grouped. When used with grouping, you can only sort fields that have not been grouped.

Transactional Report – Sorting (2)

Columns

Display

Grouping

Sorting

Criteria

Actions ▾

Generate Report »

Sorting

ⓘ

📁 Data Set: Hospital Incidents

Select Columns

Available

ED/Acute Care Admission Date (asc)
ED/Acute Care Discharge Date (asc)

>>
>
<
<<

Selected

up
down
asc
desc

Back

Continue

To indicate which field to group by, from the “Available” box, select the field and click the arrow pointing to the right (greater than symbol) that is located between the two boxes. You can select as many fields that are in the “Available” box. The field listed first will be the primary sorting field. To change the order, highlight each field to move and use the “Up” and “Down” buttons. Each field following will be sorted within the first field. To select whether the groups will be listed in ascending order (1 to 10 or a to z) or descending order (10 to 1 or z to a), select each group and click the “Asc” or “Desc” icons. You can always remove a data element by clicking the arrow pointing to the left (less than symbol).

To continue to the next tab, click the “Continue” button.

Transactional Report – Criteria & Filters

The screenshot displays the 'Criteria' and 'Filters' sections of a software interface. The 'Criteria' section at the top features a table with four columns: 'And/Or', 'Field', 'Operator', and 'Value'. Below the headers, there are dropdown menus for selecting logical operators (+, -), fields, operators, and values. The 'Filters' section below it includes a search bar and two lists: 'Available' and 'Selected'. The 'Available' list contains various fields such as 'Account Num', 'Activity At Injury', 'Addendum Added By', 'Addendum Date', 'Addendum Description', 'Addendum Filename', 'Admitting Patient Care Staff Hospital', 'Admitting Physician Number', 'Advanced Directive', 'AHA Number', 'AIS OS Code', and 'AIS Abdomen Calculated'. Between these lists are navigation buttons: '>>', '>', '<', and '<<'. To the right of the 'Selected' list are 'up' and 'down' buttons. At the bottom of the interface are 'Back' and 'Continue' buttons.

And/Or	Field	Operator	Value
+ -			

Filters

Search:

Available

- Account Num
- Activity At Injury
- Addendum Added By
- Addendum Date
- Addendum Description
- Addendum Filename
- Admitting Patient Care Staff Hospital
- Admitting Physician Number
- Advanced Directive
- AHA Number
- AIS OS Code
- AIS Abdomen Calculated

Selected

Navigation buttons: >>, >, <, <<, up, down

Buttons: Back, Continue

The “Criteria” tab allows you to determine limits on the data that will be displayed every time this report is run. For example, in a report that displayed only runs in Indiana, criteria would be used to dictate that only records where the “State” field contains “Indiana” will be included. Criteria are important for narrowing the number of results displayed. If your organization has hundreds of records in the system, this is very important to limit the length of the report and prevent the system from timing out when trying to retrieve a large number of records.

Transactional Report – Criteria & Filters (2)

Criteria

And/Or	Field	Operator	Value
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Filters

Search:

Available

Account Num
Activity At Injury
Addendum Added By
Addendum Date
Addendum Description
Addendum Filename
Admitting Patient Care Staff Hospital
Admitting Physician Number
Advanced Directive
AHA Number
AIS OS Code
AIS Abdomen Calculated

>>
>
<
<<

Selected

up
down

Filters allow you to specify a new value for a criterion each time the report is run. For example, you could use filters to specify a date range, so that each time the report is run, users can select a date range for the runs. Filters are also important for narrowing the number of results displayed.

Transactional Report – Criteria & Filters (3)

The screenshot shows a web application interface for creating a transactional report. At the top, a dark blue header bar contains the text "registry" on the left, "Logged in as: Katherine Gatz (logout)" on the right, and "Inbox Help" further right. Below this is a navigation bar with "Reports" and "Report Writer" tabs, and a search bar with the placeholder "Enter Incident Or Account Number" and a "GO" button. A secondary navigation bar includes tabs for "Columns", "Display", "Grouping", "Sorting", "Criteria", and "Actions", along with a "Generate Report »" button. The "Criteria" tab is active, showing a section titled "Criteria" with a sub-label "Data Set: Hospital Incidents". Below this is a table for defining criteria. The table has four columns: "And/Or", "Field", "Operator", and "Value". It contains three rows of criteria: 1) "Injury State" is equal to "Indiana"; 2) "Diagnosis ICD-9 Code" is equal to "800"; 3) "Diagnosis ICD-9 Code" is equal to "801". The table uses a combination of plus/minus signs and parentheses to group the criteria.

And/Or	Field	Operator	Value
+ -	Injury State	is equal to	Indiana
+ - and (Diagnosis ICD-9 Code	is equal to	800
+ - or	Diagnosis ICD-9 Code	is equal to	801

From the “Field” drop-down menu, select the column for which you are restricting the values.

From the “Operator” drop-down menu, select the way in which the field value must relate to the value you are specifying (for example, if the value should be equal to the one you are about to specify, should not be blank, or should contain the value).

Transactional Report – Criteria & Filters (4)

The screenshot shows a web application interface for creating a transactional report. At the top, a dark blue header bar contains the text "registry" on the left, "Logged in as: Katherine Gatz (logout)" on the right, and "Inbox Help" further right. Below this is a navigation bar with "Reports" and "Report Writer" tabs, and a search bar with the placeholder "Enter Incident Or Account Number" and a "GO" button. A secondary navigation bar includes tabs for "Columns", "Display", "Grouping", "Sorting", "Criteria", and "Actions", along with a "Generate Report »" button. The "Criteria" tab is active, showing a section titled "Criteria" with a sub-label "Data Set: Hospital Incidents". Below this is a table for defining criteria. The table has four columns: "And/Or", "Field", "Operator", and "Value". It contains three rows of criteria. The first row has a plus sign in the "And/Or" column, "Injury State" in the "Field" column, "is equal to" in the "Operator" column, and "Indiana" in the "Value" column. The second row has a plus sign, "and", an opening parenthesis, "Diagnosis ICD-9 Code", "is equal to", and "800". The third row has a plus sign, "or", a closing parenthesis, "Diagnosis ICD-9 Code", "is equal to", and "801". Each row has a small blue icon with a plus sign at the end of the "Value" column.

registry

Logged in as: Katherine Gatz (logout)

Inbox Help

Reports Report Writer

Search: Enter Incident Or Account Number GO

Columns Display Grouping Sorting Criteria Actions Generate Report »

Criteria

Data Set: Hospital Incidents

And/Or	Field	Operator	Value
+ -	Injury State	is equal to	Indiana
+ - and (Diagnosis ICD-9 Code	is equal to	800
+ - or)	Diagnosis ICD-9 Code	is equal to	801

From the “Value” drop-down menu, type or select the value for the criteria.

To add a new criterion, click the plus sign icon and a new row will appear. To relate this criterion to a previous criterion, from the “And/Or” drop-down menu, select whether both criteria must be met (“And”) or only one of them (“Or”). If both “And” and “Or” are used within one set of criteria, you will need to use the parentheses in the second drop-down menu to group criteria together.

Transactional Report – Criteria & Filters (5)

Criteria

And/Or	Field	Operator	Value
<input type="button" value="+"/> <input type="button" value="-"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Filters

Search:

Available

Account Num
Activity At Injury
Addendum Added By
Addendum Date
Addendum Description
Addendum Filename
Admitting Patient Care Staff Hospital
Admitting Physician Number
Advanced Directive
AHA Number
AIS OS Code
AIS Abdomen Calculated

Selected

To add a filter, from the “Available” box, select the desired fields. To search for a field to add as a filter, type the name of the field into the “Search” text box. As you type, the options displayed in the “Available” box will be narrowed down to display only options that match your entry. To select multiple fields, press and hold the “Ctrl” key while clicking each desired option. Click the arrow pointing to the right (greater than symbol) that is located between the two boxes to add the field. To change the order, highlight each field to move and use the “Up” and “Down” buttons. You can always remove a data element by clicking the arrow pointing to the left (less than symbol). To continue to the next tab, click the “Continue” button.

Transactional Report (2)

The screenshot shows the Indiana Patient Registry Report Writer interface. At the top, the browser address bar displays the URL: <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>. The page header features the "Indiana Patient Registry" logo. Below the header is a navigation bar with tabs: "My Facility", "Data Exchange", "Reports", and "Report Writer". The "Report Writer" tab is active. On the left side, there is a "My Reports" section with a "Create a Report" button and a list of reports: "Data Exchange (1)", "NTR Data Element Mapping", "Incidents by Mechanism of Injury & Age (1)", "Unspecified", and "Incidents by Mechanism of Injury & Age Causing Death (1)". The main content area has a "Filter Your Results" section with a "Records Per Page" dropdown set to 50 and a "Generate" button. Above the "Generate" button are tabs for "Columns", "Display", "Grouping", "Sorting", "Criteria", and "Actions".


If any filters have been added, you will need to specify the values for the filters before proceeding. Be sure to select how many records you would like to display on each page of this report.

Click the "Generate" icon.

Transactional Report (3)

ColumnsDisplayGroupingSortingCriteriaActions

Generate Report »

 **IMAGETREND**
Making the Web work.

EMS Scene Time

Printed: 03/25/2013 at 2:45 PM

Export

EMS Service Name: (None)Number of Records: 50

EMS Unit Arrived On Scene	EMS Unit Left Scene	Facility Name
4/11/08 9:35 PM	4/11/08 9:45 PM	
4/8/08 1:50 PM	4/8/08 2:04 PM	
4/26/08 3:25 AM	4/26/08 3:43 AM	
4/13/08 10:22 PM	4/13/08 10:36 PM	
4/17/08 5:17 PM	4/17/08 5:25 PM	
4/11/08 5:21 PM	4/11/08 5:30 PM	
4/19/08 1:07 AM	4/19/08 1:16 AM	
4/20/08 4:40 PM	4/20/08 4:51 PM	
5/20/08 12:05 PM	5/20/08 12:12 PM	
4/27/08 5:46 PM	4/27/08 5:57 PM	
5/19/08 10:25 AM	5/19/08 10:44 AM	
5/24/08 4:35 PM	5/24/08 4:39 PM	
4/17/08 6:56 PM	4/17/08 7:05 PM	

The data will display in a text table format when it is generated. You can pull the data into another program or format by clicking the “Export” button.

Transactional Report (4)

The screenshot displays a web application interface for a Patient Registry. The top navigation bar includes links for Data Exchange, Reports, and Report Writer. A search bar is present on the right. The main content area is titled 'Export Options' and features a table of data on the left and a list of export options on the right. The table lists various events with dates and times. The export options include Print, PDF, Excel, Graph, Doc, HTML, and XML, each with a corresponding icon and a description of the export scope.

EMS Service Name	EMS Unit Arrived
4/11/08 9:35 PM	4/8/08 1:50 PM
4/26/08 3:25 AM	4/13/08 10:22 PM
4/17/08 5:17 PM	4/11/08 5:21 PM
4/19/08 1:07 AM	4/20/08 4:40 PM
5/20/08 12:05 PM	4/27/08 5:46 PM
5/19/08 10:25 AM	5/24/08 4:35 PM
4/17/08 6:56 PM	5/25/08 3:59 PM
4/25/08 12:00 AM	6/14/08 10:16 AM
8/21/08 7:25 PM	8/19/08 12:00 AM
8/2/08 12:35 AM	


Export your report with one of the following options

- Print**: This Page
- PDF**: Report Exceeded the Max Limit of 1000 Records
- Excel**: All Records
- Graph**: All Records
- Doc**: This Page
- HTML**: This Page
- XML**: All Records

Close

The data can be printed as is or it can be exported to a PDF, Microsoft Excel, a graph, a Microsoft Word document, HTML format, or XML format.

Transactional Report (3)

Columns	Display	Grouping	Sorting	Criteria	Actions ▼
Properties  Data Set: Hospital Incidents					<div>Actions</div> <div>▶ Save</div> <div>▶ Save As</div> <div>▶ Preferences</div> <div>▶ Permissions</div> <div>▶ Schedule Report</div> <div>▶ Add to My Reports</div> <div>▶ Export</div>
Report Properties					
Name: <input type="text"/>					
Description: <input type="text"/> <small>*** (Maximum characters: 200)</small>					
Category: <input type="text" value="- Category -"/>					
Visible: <input type="radio"/> Yes <input checked="" type="radio"/> No					

▶

The features under the “Actions” tab are all optional. You can also save the report to run again in the future by clicking the “Actions” tab and then clicking “Save As”. If you are making changes to a report that has already been saved, click the “Save” icon.

Transactional Report - Actions

The screenshot displays the 'Properties' tab of a report configuration interface. At the top, a navigation bar includes tabs for 'Columns', 'Display', 'Grouping', 'Sorting', 'Criteria', and 'Actions'. The 'Properties' section is titled 'Data Set: Hospital Incidents'. Below this, the 'Report Properties' section contains several fields: 'Name' (a text input), 'Description' (a larger text area with a '(Maximum characters: 200)' note), 'Category' (a dropdown menu showing '- Category -'), 'Visible' (radio buttons for 'Yes' and 'No', with 'No' selected), and a 'Search' text input. A section titled 'Add to My Reports For:' features two lists: 'Available' (containing users like '1, test', '10, test', '2, test', '3, test', 'Abel, Sarah', 'Adams, Kim', 'Admin, ImageTrend', 'Administrator, System', and 'Anderson, Connie') and 'Selected' (currently empty). Navigation arrows ('>>', '>', '<', '<<') are positioned between the lists. At the bottom of the 'Available' list, a note states 'Only the Top 1000 Users will display'. At the bottom of the 'Selected' list, a note states 'Report will show under My Reports for these users'. 'Save' and 'Delete' buttons are located at the bottom of the form.

In order to save a report, enter a title for the report in the “Name” field. You also have the option to type up a description of the report for future reference. Use the “Category” drop-down menu to select which folder the report should be placed. Use the radio buttons to select if the report is visible to others that use the Indiana trauma registry. If you select no, only you will be able to view the report.

Transactional Report – Actions (2)

Columns Display Grouping Sorting Criteria Actions ▾

Properties

Data Set: Hospital Incidents

Report Properties

Name:

Description: (Maximum characters: 200)

Category:

Visible: ☐ Yes ☒ No
Allow others to see this report

Search:

Add to My Reports For:

Available		Selected
1, test	<div>>></div> <div>></div> <div><</div> <div><<</div>	
10, test		
2, test		
3, test		
Abel, Sarah		
Adams, Kim		
Admin, ImageTrend		
Administrator, System		
Anderson, Connie		

Only the Top 1000 Users will display *Report will show under My Reports for these users*

Save Delete

In the “Add to My Reports For” section, from the “Available” box, select any people who should be able to view the report. This will place the reports in the “My Reports” section of the sidebar for those people. To search for specific users, type the user’s name in the “Search” box. As you type, the options in the “Available” box will be narrowed down to display only names matching your entry. Select the field and click the arrow pointing to the right (greater than symbol) that is located between the two boxes. You can select as many fields that are in the “Available” box. You can always remove a data element by clicking the arrow pointing to the left (less than symbol). When finished click the “Save” icon.

Transactional Report (4)

Columns	Display	Grouping	Sorting	Criteria	Actions ▼
Properties Data Set: Hospital Incidents					▶ Save
Report Properties					▶ Save As
Name: <input type="text"/>					▶ Preferences
Description: <input type="text"/>					▶ Permissions
					▶ Schedule Report
					▶ Add to My Reports
					▶ Export
Category: - Category -					
Visible: <input type="radio"/> Yes <input checked="" type="radio"/> No					

You can also change the look of the report by clicking on the “actions” tab and then clicking “Preferences”.

Transactional Report - Preferences

Preferences

Data Set: Hospital Incidents

Headers and Footers

Select Header: [Add or Modify a Header](#)

Select Footer: [Add or Modify a Footer](#)

Style Options

Text Color: [Remove Color](#)

Row Color: [Remove Color](#)

Group Color: [Remove Color](#)

Display Criteria On: ☐ Top ☒ Bottom

Display Report Criteria at the Top or Bottom of the Page

PDF Orientation: ☐ Landscape ☒ Portrait

Determines this reports PDF page orientation

PDF Page Break: ☐ Yes ☒ No

Determines if this this report places a page break after each final grouping on the PDF

Sample Grouping		
Sample Sub Grouping		
Sample Column 1	Sample Column 2	Sample Column 3
Sample Row 1	Sample Row 2	Sample Row 3
Sample Row 4	Sample Row 5	Sample Row 6
Sample Row 7	Sample Row 8	Sample Row 9

[Save Preferences](#)

From the “Select Header” or “Select Footer” drop down menus, select the header and/or footer you would like to display on the report or you can create a new header and/or footer. Click “Add or Modify a Header” or “Add or Modify a Footer” as appropriate.


The following slides will explain how to create custom headers or footers, as well as the rest of the preferences.

Transactional Report – Preferences (2)

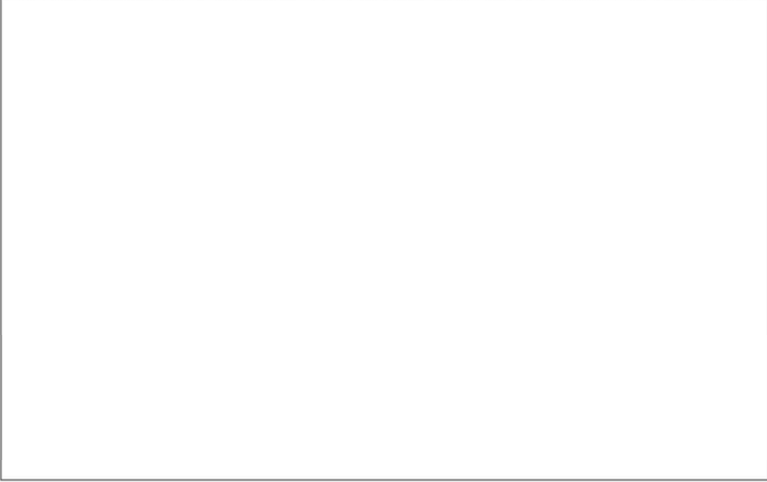
Headers and Footers

Select Header: - Use Default Header [Add or Modify a Header](#)

Header Title:



Style: Font: Size: Format:



Visible: ☐ Yes ☒ No
Allow others to see this header

Select Footer: - Use Default Footer [Add or Modify a Footer](#)

Merge Fields
Date (mm/dd/yy)
Year (yyyy)
Month (Ex. January)
Day (Ex. Sunday)
Time (hh:mm:ss)
Hour (hh)
Minute (mm)
Second (ss)
AM / PM
User (Ex. Doe, John)
First Name (Ex. John)
Last Name (Ex. Doe)
Report Title (Ex. Class List)
Logo

A “Headers and Footers” section will appear. In the “Header Title” text box, type a name for the header. In the text box, enter any text or pictures to be included in the header or footer. To enter any information that will automatically change when the report is generated, click the desired option from the “Merge Fields” section on the right.

Transactional Report – Preferences (3)

Preferences

 Data Set: Hospital Incidents

Headers and Footers

Select Header: [Add or Modify a Header](#)

Select Footer: [Add or Modify a Footer](#)

Style Options

Text Color: [Remove Color](#)

Row Color: [Remove Color](#)

Group Color: [Remove Color](#)

Display Criteria On: ☐ Top ☒ Bottom

Display Report Criteria at the Top or Bottom of the Page

PDF Orientation: ☐ Landscape ☒ Portrait

Determines this reports PDF page orientation

PDF Page Break: ☐ Yes ☒ No

Determines if this this report places a page break after each final grouping on the PDF

Sample Grouping		
Sample Sub Grouping		
Sample Column 1	Sample Column 2	Sample Column 3
Sample Row 1	Sample Row 2	Sample Row 3
Sample Row 4	Sample Row 5	Sample Row 6
Sample Row 7	Sample Row 8	Sample Row 9

[Save Preferences](#)

In the “Style Option” section, select the colors that you would like to apply to the text, rows, or groups. The “Display Criteria on” feature allows you to set whether the criteria is displayed on the top or the bottom of the report. The “PDF Orientation” feature allows you to set whether PDF copies of this report will be displayed on the page with landscape or portrait orientation. The “PDF Page Break” feature allows you to set the report to place each group on a separate page of the report when a PDF is generated. When you are finished, click the “Save Preferences” icon.

Transactional Report (5)

The screenshot displays the 'Columns' tab of a report configuration interface. The main area shows 'Columns: test' and 'Data Set: Hospital Incidents'. A yellow banner indicates 'Report saved successfully'. Below this is a 'Select Columns' section with a search box and two columns: 'Available' and 'Selected'. On the right, the 'Actions' dropdown menu is open, showing options: Save, Save As, Preferences, Permissions, Schedule Report, Remove from My Reports, and Export. The 'Actions' tab is currently selected.

Columns	Display	Grouping	Sorting	Criteria	Actions
Columns: test					▶ Save
Data Set: Hospital Incidents					▶ Save As
Report saved successfully					▶ Preferences
					▶ Permissions
					▶ Schedule Report
					▶ Remove from My Reports
					▶ Export

Select Columns

Search:

Available	Selected

You can also assign permission to the report by clicking on the “Actions” tab and then clicking “Permissions”. This allows you to set who sees which part of the report. Viewing permission can be restricted for parts or all of the report, depending on your preferences.

Transactional Report - Permissions

Permissions

 Data Set: Hospital Incidents

Permissions												
Security Group	Columns	Display	Grouping	Sorting	Criteria	Properties	Preferences	Permissions	Scheduling	Publish to Web Service	Copy Report	Results
Super Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Administrators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Report User - Ability to create reports	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Report viewer - read only	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Follow-Up Report User	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records 1-5 of 5

Save Permissions

Use the checkboxes to select the appropriate permissions for each security group. When you are finished, click the "Save Permissions" icon.

Transactional Report (6)

Columns

Display


Grouping

Sorting

Criteria

Actions ▾

Columns: test

 Data Set: Hospital Incidents

Report saved successfully

Select Columns

Search:

Available

Selected

▶ Save

▶ Save As

▶ Preferences

▶ Permissions

▶ Schedule Report

▶ Remove from My Reports

▶ Export

Actions

You can schedule reports to automatically run for individuals at a certain time interval by clicking on the “Actions” tab and then clicking “Schedule Report”. Scheduled reports will be delivered as an email attachment.

Transactional Report – Schedule Report

Columns | Display | Grouping | Sorting | Criteria | Actions ▾ [Generate Report »](#)

Scheduling: test



Data Set: Hospital Incidents

Scheduling							
Recurrence	Time	Start Date	End Date	Last Ran	Next Run	User	Modified
Not scheduled							

Records 0-0 of 0

[Schedule Report](#)

Click the “Schedule Report” button.

Transactional Report – Schedule Report (2)

Scheduling: test

Data Set: Hospital Incidents

Schedule Report

Recurring: Daily on ☒ Sunday ☒ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday ☒ Friday ☒ Saturday

Time: 12 : 00 AM

From: 4/9/2013 Today to 4/9/2014 Today

Format: ☒ PDF ☐ CSV ☐ XML
When generating a PDF, a maximum of 1000 records will be displayed

Subject:

Message:

Allow Unsubscribe: ☒ Yes ☐ No
Allow recipients to unsubscribe from the report

Search:

Recipients:

Available

1, test

10, test

2, test

3, test

Abel, Sarah

Adams, Kim

Admin, ImageTrend

Administrator, System

Anderson, Connie

Selected

Gatz, Katherine

Only the Top 1000 Users will display Scheduled Report will be scheduled for these users

Save Schedule

Back

In the “Recurring” section, select how often this report will run. In the “Time” section, select when the report will run. In the “From” section, type any dates that should restrict when this report will run (for example, if the report should only be run for a month or a year). In the “Format” section, select the format in which the report should be saved (for example, PDF). In the “Subject” section, type a subject line for the email that will be sent with the report.

Only the Top 1000 Users will display

In the “Message” text box, type the message that will appear in the body of the email with the report. In the “Allow Unsubscribe” section, select whether individuals who are selected to receive this report should be able to remove themselves from the list of recipients or not. In the “recipients” section, from the “Available” box, select individuals who should receive this report on this time schedule. When you are finished, click the “Save Schedule” icon.

Transactional Report (7)

Columns

Display


Grouping

Sorting

Criteria

Actions ▾

Columns: test

 Data Set: Hospital Incidents

Report saved successfully

Select Columns

Search:

Available

Selected

▶ Save

▶ Save As

▶ Preferences

▶ Permissions

▶ Schedule Report

▶ Remove from My Reports

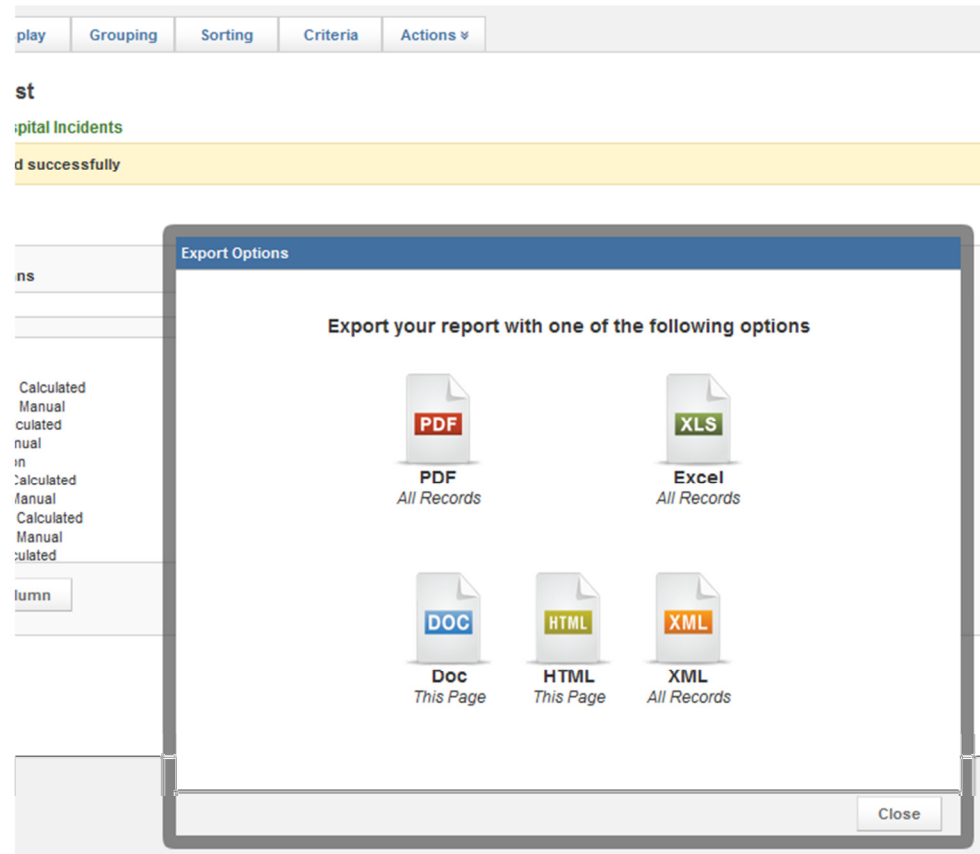
▶ Export

Actions

You can remove reports from the “My Reports” section of the sidebar by clicking on the “Actions” tab and then clicking “Remove from My Reports”.

The last feature is the “Export” feature, which allows you to export this report to another program.

Transactional Report – Export



The “Export” feature allows the data to be printed as is or it can be exported to a PDF, Microsoft Excel, a graph, a Microsoft Word document, HTML format, or XML format.

Analytical Report

The screenshot displays the Indiana Patient Registry web application. The browser address bar shows the URL: <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>. The user is logged in as Katherine. The application has a dark blue header with the 'Indiana Patient Registry' logo and a navigation bar with links: My Facility, Data Exchange, Reports, and Report Writer. A search bar is located on the right of the navigation bar. The main content area is titled 'Create a Report' and features three options: 'Create a Transactional Report' (Incident: Hospital Incidents, TQIP), 'Create an Analytical Report' (Incident: Incidents), and 'Create an Exploratory Pie Chart' (Incident: Incidents). Each option is accompanied by a small icon representing its respective report type. On the left side, there is a sidebar with 'My Reports' and 'All Reports' sections, each containing a list of report categories and their counts.

State of Indiana [US] | <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule> | Google

Logged in as: Katherine | Inbox | Help

Indiana Patient Registry

My Facility | Data Exchange | Reports | Report Writer | Search:

Create a Report

My Reports

- Data Exchange (1)
 - NTR Data Element Mapping
- Incidents by Mechanism of Injury & Age (1)
 - Unspecified
- Incidents by Mechanism of Injury & Age Causing Death (1)
 - Natural/environmental, other

All Reports

- Development (1)
- Facility (23)
- Incident Statistics (8)
- Incidents by AIS Body Region (5)

Create a Transactional Report
Incident: [Hospital Incidents, TQIP](#)

Create an Analytical Report
Incident: [Incidents](#)

Create an Exploratory Pie Chart
Incident: [Incidents](#)

Analytical reporting allows you to build a report with multiple filters, columns, measures, and rows and to see the results of your changes as you work. If you are working with multiple fields, you can expand specific fields to view more detail until you have found the information you are looking for. Please note that the Analytical Reporting module does not use live data, so your reports may not contain data that was added to the system within the last 24 hours.

Analytical Report (2)

The screenshot displays the Analytical Reporting Editor interface. At the top, there is a navigation bar with 'Design' and 'Actions' tabs, and a 'Generate Report »' button. Below the navigation bar, the 'Design' tab is active, showing a 'Data Set: Incidents' icon. On the left side, there is a list of available fields categorized into Measures (green) and Parameters (blue). The Measures list includes: Avg Days in ED, Avg Days in Hospital, Avg GCS, Avg Hours in ED, Avg ICU Days, Avg RTS, Avg Temperature, Avg Vent Days, Diagnosis / Incident, No of Diagnosis, No of Facilities, No of Follow Ups, No of Incidents, No of Procedures, Procedures / Incident, Activity at Time of Injur, Age in Years, Age Range, Blood Alcohol Level, Calculated ISS, and Census Income Range. The Parameters list includes: Activity at Time of Injur, Age in Years, Age Range, Blood Alcohol Level, Calculated ISS, and Census Income Range. On the right side, there is a report design canvas with several dashed boxes for dropping fields: 'Drop Filters Here' (top), 'Recycle Here' (middle-left), 'Drop Column Fields Here' (middle-right), 'Drop Measures Here' (bottom-right), and 'Drop Row Fields Here' (bottom-left). A 'Report Options' button is located in the top right corner of the canvas area.

The Analytical Reporting Editor allows you to drag and drop fields you want to add to your report into their desired positions. A preview of the report will appear as you work, giving you instant information to help you build the report.

A list of the available items are located on the left-hand side of the page. Any of the elements in green are called Measures and every report must have at least one Measure. Any of the elements in blue are called parameters and can be added to a report as a row, column, or filter.

Analytical Report (3)

Design

Actions ▾

Generate Report »

Design

Data Set: Incidents

Report Options

Measures

Avg Days in ED

Avg Days in Hospital

Avg GCS

Avg Hours in ED

Avg ICU Days

Avg RTS

Avg Temperature

Avg Vent Days

Diagnosis / Incident

No of Diagnosis

No of Facilities

No of Follow Ups

No of Incidents

No of Procedures

Procedures / Incident

Activity at Time of Injur

Age in Years

Age Range

Blood Alcohol Level

Calculated ISS

Census Income Range

Drop Filters Here

Recycle Here

Drop Column Fields Here

Drop Measures Here

Drop Row Fields Here

You can drag and drop green elements into the green section of the table and the blue elements into the blue sections of the table. To remove any of the elements (blue or green), drag and drop the element(s) into the red section of the page.

You can build an analytical report by dragging and dropping a parameter or measure to the center sections of the page.

Analytical Report (4)

Report Options

Drop Filters Here

Drop Column Fields Here

Drop Column Fields Here

Avg Days in Hospital

Recycle Here

Age in Years

Measures

Avg Days in ED

Avg Days in Hospital

Avg GCS

Avg Hours in ED

Avg ICU Days

Avg RTS

Avg Temperature

Avg Vent Days

Diagnosis / Incident

No of Diagnosis

No of Facilities

No of Follow Ups

No of Incidents

No of Procedures

Procedures / Incident

Activity at Time of Injur

Age in Years

Age Range

Blood Alcohol Level

Calculated ISS

Census Income Range

Age in Years	Avg Days in Hospital
All	5
0	5
1	6
2	4
3	3
4	3
5	3
6	3
7	4
8	4
9	3
10	3
11	5
12	4
13	4

A column is a category of information that will be displayed across the top of the report. Columns can be either parameters or measures, and when expanded each option will appear as a new column. In this example, the column is “Avg Days in Hospital”.

A row is a category of information that will be displayed horizontally on the report. You can create rows for any parameter. In this example, the rows are the “Age in Years”.

Analytical Report (5)

Report Options

Measures

Avg Days in ED

Avg Days in Hospital

Avg GCS

Avg Hours in ED

Avg ICU Days

Avg RTS

Avg Temperature

Avg Vent Days

Diagnosis / Incident

No of Diagnosis

No of Facilities

No of Follow Ups

No of Incidents

No of Procedures

Procedures / Incident

Activity at Time of Injur

Age in Years

Age Range

Blood Alcohol Level

Calculated ISS

Census Income Range

Drop Filters Here

Recycle Here

Drop Column Fields Here

Avg Days in Hospital

Age in Years

Age in Years	Avg Days in Hospital
All	5
0	5
1	6
2	4
3	3
4	3
5	3
6	3
7	4
8	4
9	3
10	3
11	5
12	4
13	4

Most parameters in the report have several sub-options. Expanding a parameter displays all sub-options for that parameter in new rows or columns. In this example, we have expanded the “Age in Years” row.

Once you have set up your basic report, you can use the “Report Options” section to add and format graphs based on the data, add summaries, and control whether people will be able to use the “Expand” icons to view further detail in the finished report.

Analytical Report (6)

Actions ▼ Generate

Report Settings

1

Set:

Show Results Table: ☒ Yes ☐ No

Graph Type: - Graph Type - ▼

3D Graph: ☒ Yes ☐ No

Top Selection: - Function - ▼ - Measure - ▼

Row Summary: - Row Summary - ▼

Column Summary: - Column Summary - ▼

Allow Drillthrough: ☒ Yes ☐ No

Allow Mapping: ☒ Yes ☐ No

Save Close

Age
Age
Blood
Calc
Dens
Clima
Day
Drug
Ethni
Facili
SCS
Sens
CD9
CD9
CD9
CD9
ntent of Injury

To show the table for the report, select “Yes” in the “Show Results Table” section. To display a graph for the data in the report, from the “Graph Type” drop-down menu, select the type of graph you would like to add. Select “Yes” under 3D graph if you would like your graph to have a 3 dimensional look to it.

Top Selection allows you to select and display the top results based on the following selections: In the text field enter the desired value of top selections, such as 3 for top 3, 5 for top 5, etc. In the “Function” drop-down menu, select whether the value in the text field represents a count of entries (such as top 3 values), or percentage of the whole (such as top 3%). In the “Measure” drop-down menu, select the chosen measures from which the top values will be displayed.

Analytical Report (7)

Actions ▾ Generate

Report Settings

1

Set:

Age

Age

Blood

Calcu

Dens

Clima

Day

Drug

Ethni

Facili

SCS

Send

Hosp

CD9

CD9

CD9

CD9

ncide

ntent of Injury

Show Results Table: ☒ Yes ☐ No

Graph Type: - Graph Type - ▾

3D Graph: ☒ Yes ☐ No

Top Selection: - Function - ▾ - Measure - ▾

Row Summary: - Row Summary - ▾

Column Summary: - Column Summary - ▾

Allow Drillthrough: ☒ Yes ☐ No

Allow Mapping: ☒ Yes ☐ No

Save Close

Select the type of summary that should be shown in the row summary and column summary drop down menus in order to display summary information for columns and rows of the table.

Selecting “Yes” on “Allow Drillthrough” will enable expand and contract icons on the table that will allow users to view more information in the final report. At this time, the “Allow Mapping” feature is not active. When finished, click the “Save” icon.

Analytical Report (8)

Activity at Time of Injur

Age in Years

Age Range

Blood Alcohol Level

Calculated ISS

Census Income Range

Climactic Temperature

Day of Week

Drug Involvement

Ethnicity

Facility

GCS

Gender

Hospital Discharge Status

ICD9 Diagnosis

ICD9 Diagnosis Code

ICD9 Procedure

ICD9 Procedure Code

Incident Date

Intent of Injury

Location

Manual ISS

Incident Date ▲
20 Selected

Recycle Here

Age in Year

2005

2006

2007

☒ 2008

☒ 2009

☒ 2010

☒ 2011

☒ 2012

☒ 2013

☐ Not Available

Submit

3	3
4	3
5	3
6	3
7	4
8	4

A filter is a field that allows you to view different information on the report according to your current needs. You can select any parameter as a filter, after which you can select specific values from that parameter to display each time the report is run. Filters function like criteria and filters in transactional reports. Adding a parameter as a filter allows you to restrict the results that will be displayed in your report by selecting the options you want displayed.

Analytical Report (9)


The interface displays a list of filters on the left, a central workspace with a 'Recycle Here' area, and a right-hand panel with a table of data. A pop-up window is open for the 'Incident Date' filter, showing a list of years from 2005 to 2013, with checkboxes for selection. The 'Incident Date' filter is currently selected in the workspace.

Filter	Value	Count
Incident Date	2005	3
Incident Date	2006	3
Incident Date	2007	3
Incident Date	2008	3
Incident Date	2009	3
Incident Date	2010	3
Incident Date	2011	3
Incident Date	2012	3
Incident Date	2013	4
Incident Date	Not Available	4

For this example, we are selecting the incident years to include. Click the name of the filter and the name of the filter will pop up. If necessary, click the plus sign icon to expand and view all the values. Select the checkbox for each value you want included in your criteria. If you select individual values, you may have to deselect the “All” option that is selected by default. Click the “Submit” icon when you are done. The “Actions” menu works the same as the Transactional Report actions menu. Click “Generate Report” once you are done putting the report together.

Analytical Report (10)

Design Actions ▾

 **IMAGETREND**
Making the Web work.


Printed: 03/25/2013 at 4:16 PM


Export


Incident Date ▾
20 Selected


Export Options

Export your report with one of the following options


Print
This Page


PDF
All Records


Excel
All Records



8	4
---	---

11	5
----	---

Click the “Export” button in order to create a copy of this report with the current data in either a PDF or a spreadsheet file.

Exploratory Pie Chart

The screenshot displays the Indiana Patient Registry web application interface. At the top, the browser address bar shows the URL <https://indianatrauma.isdh.in.gov/resource/menu/main.cfm?from=browseMenu&item=RWModule>. The page header includes the "Indiana Patient Registry" logo and a navigation bar with links for "My Facility", "Data Exchange", "Reports", and "Report Writer". A search bar is located on the right side of the header.

The main content area is divided into two columns. The left column contains a sidebar with the following sections:

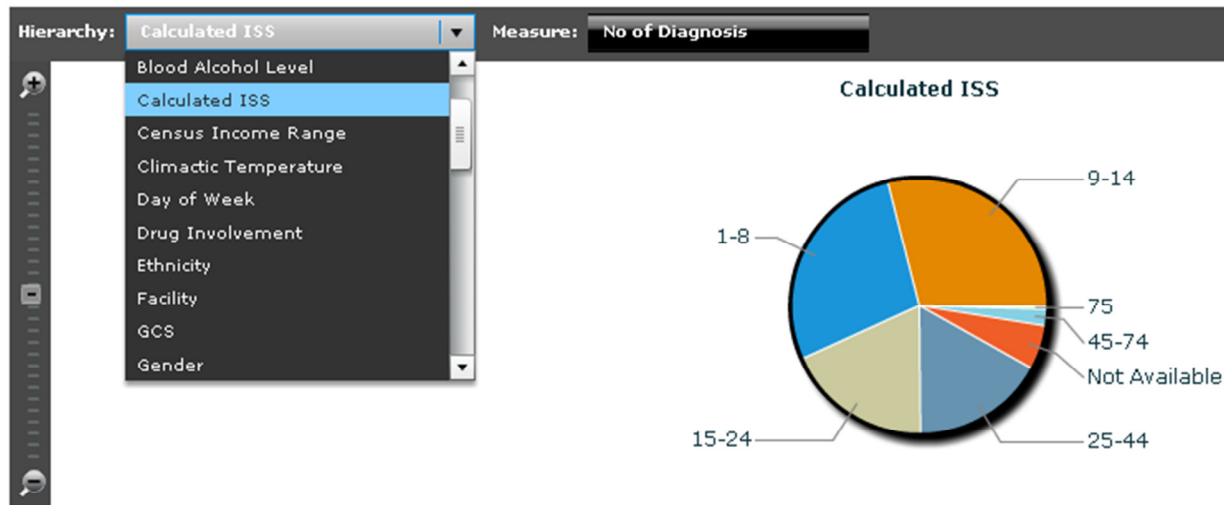
- Create a Report** (button)
- My Reports**
 - Data Exchange (1)
 - NTR Data Element Mapping
 - Incidents by Mechanism of Injury & Age (1)
 - Unspecified
 - Incidents by Mechanism of Injury & Age Causing Death (1)
 - Natural/environmental, other
- All Reports**
 - Development (1)
 - Facility (23)
 - Incident Statistics (8)
 - Incidents by AIS Body Region (5)

The right column features three report creation options, each with an icon and a description:

- Create a Transactional Report**
Incident: [Hospital Incidents, TQIP](#)
- Create an Analytical Report**
Incident: [Incidents](#)
- Create an Exploratory Pie Chart**
Incident: [Incidents](#)

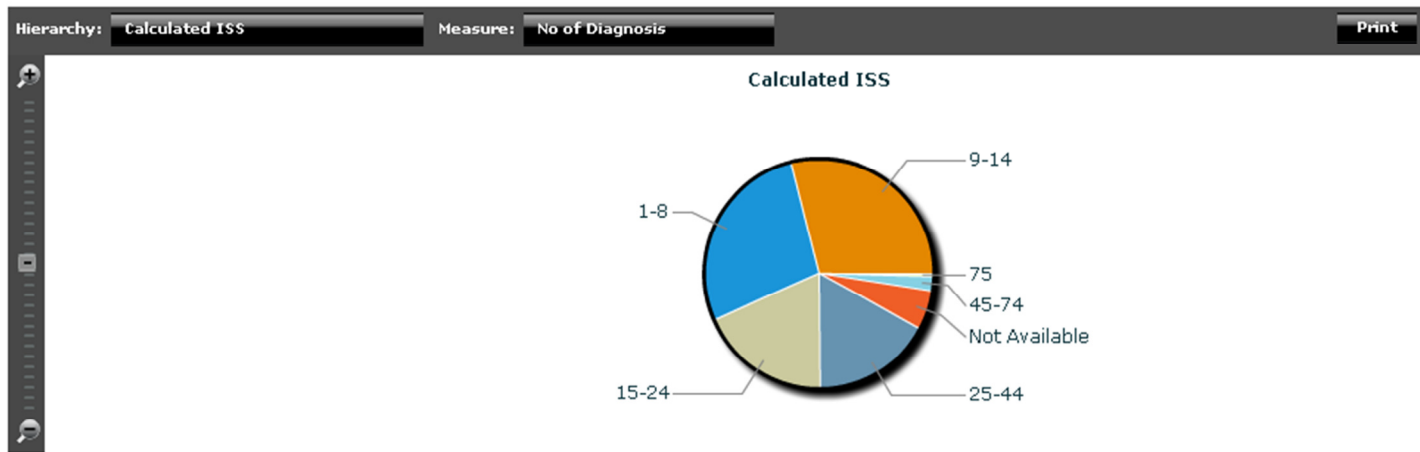
Exploratory pie charts allow you to create pie charts based on the data in your system. Please note that the Exploratory Pie Chart Reporting module does not use live data, so your reports may not contain data that was added to the system within the last 24 hours.

Exploratory Pie Chart (2)



From the “Hierarchy” drop-down menu, select the way that information will be divided. The chart will then appear displaying the data you selected.

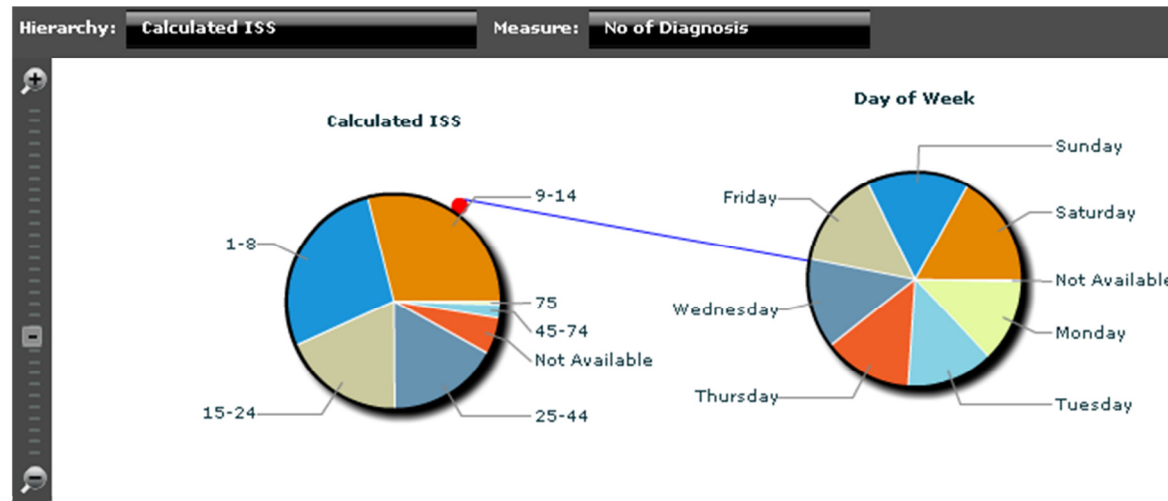
Exploratory Pie Chart (3)



From the “Measure” drop-down menu, select the numerical value you want to be displayed in the chart.

For this example, the number of diagnosis’ is shown by calculated Injury Severity Score (ISS).

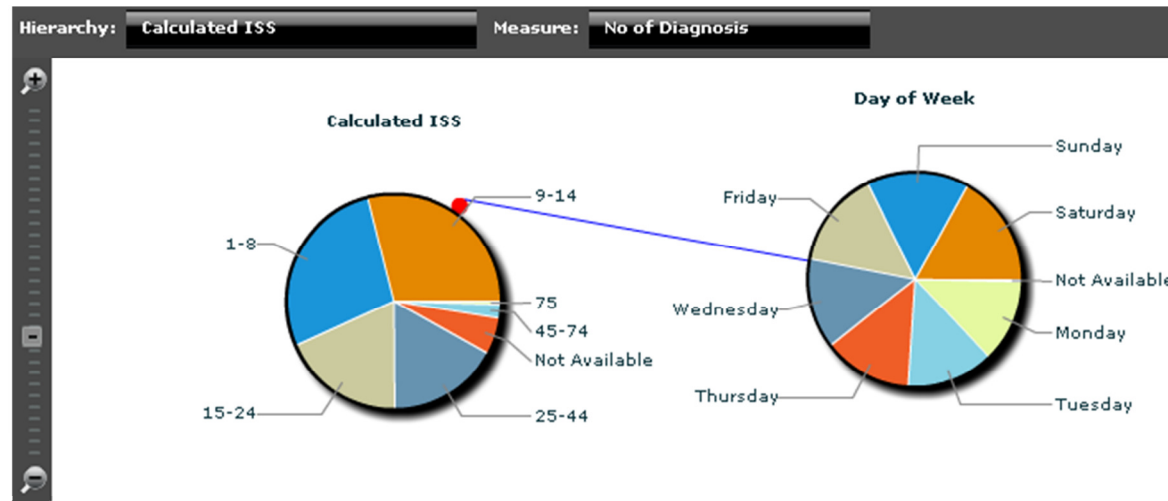
Exploratory Pie Chart (4)



To add another pie chart based on one section of the existing one, click within the “wedge” of the pie chart that you want to examine in more detail. A list of possible data categories appears. Select the information you want to be contained within this pie chart and a new pie chart will appear.

To change the position of any chart, click and drag it to the desired position. To hide a pie chart that you no longer want to view, click the section of the chart that this one was created from. There will always be one pie chart displayed on the page, but you can hide additional ones that you have created.

Exploratory Pie Chart (5)



Click on the “Print” button in order to create a PDF document of the pie charts on the screen that you can save or print.

The “Actions” menu works the same as the Transactional Report actions menu.

Indiana Trauma Registry

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Thank you for viewing the Indiana State Department of Health's training module on how to create a new incident within the Indiana trauma registry. If you have additional questions about any of the features you saw in this training, please contact the Indiana Trauma Registry Manager.